***VOCATIONAL SKILLS RECORD WILSON WORKFORCE CENTER***

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| Student's Name  | PID# Entry Date | Performance Scale1 - unattempted2 - attempted not tested3 - less than competent (unsatisfactory)4 - competent (satisfactory)5 - exceeds competency |
|  |
| Vocational Objective Exit Date |
| ***AUTO MECHANICS******AUTO SERVICING TECHNICIAN*** |
| O\*NET-SOC 49-3093.00  | Grade Period |
|  Course Hours: 500  |  |  |  |  |  |  |  |
| SKILLS (Page 1 of 3) | 1 | 2 | 3 | 4 | 5 | 6 | FINAL |
| **SUPPLEMENT A: STUDENT BEHAVIORS** |  |  |  |  |  |  |  |
| A1.1 Demonstrate ability to work independently. |  |  |  |  |  |  |  |
| A1.2 Demonstrate ability to work safely. |  |  |  |  |  |  |  |
| A1.3 Demonstrate appropriate interpersonal skills. |  |  |  |  |  |  |  |
| A1.4 Follow written and/or verbal instructions. |  |  |  |  |  |  |  |
| A1.5 Maintain good personal hygiene. |  |  |  |  |  |  |  |
| A1.6 Maintain good appearance. |  |  |  |  |  |  |  |
| A1.7 Demonstrate ability to be punctual and dependable. |  |  |  |  |  |  |  |
| **TIRES** |  |  |  |  |  |  |  |
| 2.1 Demonstrate the ability to read and interpret information on a tire sidewall. |  |  |  |  |  |  |  |
| 2.2 Demonstrate the ability to install tires using an air-powered tire changer. |  |  |  |  |  |  |  |
|  2.2a Remove and Replace Hubcap |  |  |  |  |  |  |  |
|  2.2b Identify appropriate impact socket |  |  |  |  |  |  |  |
|  2.2c Identify appropriate tire rotation pattern. |  |  |  |  |  |  |  |
|  2.2d Read and use torque wrench. |  |  |  |  |  |  |  |
|  2.2e Tighten lug nuts using proper tightening sequence. |  |  |  |  |  |  |  |
|  2.2f Read tire pressure gauge. |  |  |  |  |  |  |  |
|  2.2g Dismount the tire. |  |  |  |  |  |  |  |
|  2.2h Mount the tire. |  |  |  |  |  |  |  |
|  2.2i Mount tire with customer preferred side facing out (white wall/black wall) |  |  |  |  |  |  |  |
|  2.2j Replace stem. |  |  |  |  |  |  |  |
|  2.2k Inflate tire to appropriate level. |  |  |  |  |  |  |  |
| 2.3 Demonstrate the ability to balance a wheel using an electronic balancer. |  |  |  |  |  |  |  |
|  2.3a Identify the right wheel arbor to be used on assorted rims.  |  |  |  |  |  |  |  |
|  2.3b Enter the appropriate specifications as indicated by information off the side wall of the tire. |  |  |  |  |  |  |  |
|  2.3c Identify the appropriate weight to be used |  |  |  |  |  |  |  |
|  2.3d Identify the appropriate location of weight. |  |  |  |  |  |  |  |
|  2.3e Read common decimals (.25, .50, etc.) |  |  |  |  |  |  |  |
|  2.3f Convert common fractions to decimals & vice versa. |  |  |  |  |  |  |  |
| 2.4 Demonstrate the ability to repair a tubeless tire. |  |  |  |  |  |  |  |
|  2.4a Repair tire using an inside patch. |  |  |  |  |  |  |  |
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| O\*NET-SOC 49-3093.00  |
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| SKILLS (Page 2 of 3) |  |  |  |  |  |  |  |
|  | 1 | 2 | 3 | 4 | 5 | 6 | FINAL |
| **LUBRICATION** |  |  |  |  |  |  |  |
| 3.1 Demonstrate the ability to determine the viscosity of engine Oil. |  |  |  |  |  |  |  |
| 3.2 Demonstrate the ability to determine the appropriate oil filter. |  |  |  |  |  |  |  |
| 3.3 Demonstrate the ability to identify the appropriate quantity of replacement oil. |  |  |  |  |  |  |  |
| 3.4 Demonstrate the ability to distinguish between standard and synthetic oils. |  |  |  |  |  |  |  |
|  3.4a Does not mix standard and synthetic oils. |  |  |  |  |  |  |  |
|  3.4b Demistrate how to determine what oil a car uses standard or synthetic oil. |  |  |  |  |  |  |  |
| 3.5 Demonstrates the ability to identify, remove, and replace oil drain plug. |  |  |  |  |  |  |  |
| 3.6 Demonstrates the ability to accurately check related auto  systems when performing an oil change. |  |  |  |  |  |  |  |
|  3.6a Identify and Grease grease fittings. |  |  |  |  |  |  |  |
|  3.6b Identify and check differential. |  |  |  |  |  |  |  |
|  3.6c Identify and check transfer case. |  |  |  |  |  |  |  |
|  3.6d Identify and check transmission fluid. |  |  |  |  |  |  |  |
|  3.6e Identify and check power steering fluid. |  |  |  |  |  |  |  |
|  3.6f Identify brake pads. |  |  |  |  |  |  |  |
|  3.6g Identify and check coolant level. |  |  |  |  |  |  |  |
|  3.6h Identify and check washer fluid levels |  |  |  |  |  |  |  |
|  3.6i Identify and check belts |  |  |  |  |  |  |  |
|  3.6j Identify and check hoses. |  |  |  |  |  |  |  |
|  3.6k Identify and check exhaust system components |  |  |  |  |  |  |  |
|  3.6l Identify and check CV boots |  |  |  |  |  |  |  |
| 3.6m Identify brake shoes. |  |  |  |  |  |  |  |
|  3.6n Clean battery terminals. |  |  |  |  |  |  |  |
| 3.6o Identify spark plug wires. |  |  |  |  |  |  |  |
|  3.6p Identify and check shocks. |  |  |  |  |  |  |  |
|  3.6q Check tires tread for excessive wear. |  |  |  |  |  |  |  |
| 3.7 Demonstrates the ability to accurately fill out an oil sticker. |  |  |  |  |  |  |  |
|  3.7a Accurately records date. |  |  |  |  |  |  |  |
|  3.7b Accurately records current mileage. |  |  |  |  |  |  |  |
| 3.8 Demonstrates the ability to independently perform complete oil service within 30 to 45 minutes.  |  |  |  |  |  |  |  |

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| SKILLS (Page 3 of 3) |  |  |  |  |  |  |  |
|  | 1 | 2 | 3 | 4 | 5 | 6 | FINAL |
| 4.0 Checking and adjusting the Maintenance Monitor Computer in vehicle |  |  |  |  |  |  |  |
|  4.0 a. Determine if a vehicle has a Maintenance Monitor |  |  |  |  |  |  |  |
|  4.0 b. Use All Data to find steps to reset Maintenance Monitor. |  |  |  |  |  |  |  |
|  4.0 c. Follow Directions and reset Monitor |  |  |  |  |  |  |  |
|  5.0 Use of a Multimeter |  |  |  |  |  |  |  |
|  5.0a Describe what a multimeter is used for |  |  |  |  |  |  |  |
|  5.0b Demonstrate ability to measure DC voltage |  |  |  |  |  |  |  |
|  5.0c Demonstrate the ability to measure Amps. |  |  |  |  |  |  |  |
|  5.0d Demonstrate the ability to measure Resistance, |  |  |  |  |  |  |  |
|  5.1 Demonstrate how to use of a wiring diagram |  |  |  |  |  |  |  |
|  5.1a Follow the Pos. battery flow on a wiring diagram |  |  |  |  |  |  |  |
|  5.1b Follow the ground path on wiring diagram. |  |  |  |  |  |  |  |
|  5.1c Identify common symbols in a standard car diagram. |  |  |  |  |  |  |  |
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| **Revised 7/2017** |  |  |  |  |  |  |  |